

**BY ORDER OF THE COMMANDER
910 AIRLIFT WING**

910 AIRLIFT WING INSTRUCTION 32-9001

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Civil Engineering

REAL PROPERTY KEY CONTROL



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Pamphlet (AFPAM) 32-1004, Volume 3, *Working in the Operations Flight Facility Maintenance*. This instruction establishes procedures for an effective facility key control program and applies to all base personnel and tenants who are issued keys by the 910 Civil Engineer (910CE) Real Property Office while assigned to or stationed at the 910 Airlift Wing (910AW), Youngstown Air Reserve Station (YARS), Vienna, Ohio. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using AF Form IMT 847, *Recommendation for Change of Publication*; routed through the appropriate functional's chain of command. Ensure that all records created as a result of processes described in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition (RDS) found at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

SUMMARY OF CHANGES

This revision reflects changes associated with the loss of government-owned keys; updates key personnel, facility contact telephone numbers, and processes required for key issuance.

1. Key Request Procedures.

1.1. All requests for keys (including master keys) will be made through the employee's supervisor. Supervisors, in coordination with employees, determine which employees have an actual, justifiable need for keys on a permanent basis. Upon Supervisor approval, the key request is submitted to the Squadron Commander/Division Chief for review and final approval.

1.2. Squadron Commander/Division Chief's can only approve permanent keys for secured areas or buildings under their direct control. Organizations sharing a building can only request permanent keys (including master keys) for their assigned area. Personnel requesting permanent keys under another Squadron Commander/Division Chief's control must submit the request to them for approval.

1.3. Reserve personnel requiring a key on a permanent basis, with justifiable need, will submit the request to their Squadron Commander for approval.

1.4. If key holders responsible for a secured area cannot be reached, temporary use of keys can be issued from the Real Property Key Cabinet on a day-to-day basis, with prior Supervisor approval either by phone or email. The Supervisor will call Real Property to give the person's name and area to access. Upon arrival, the person will sign the Temporary Key Request Log for the requested key.

1.5. Key cabinets are used for securing duplicate keys in the absence of personnel who control specialized areas, such as pilferable goods. Only one of the same key is permitted for key cabinets. Squadron Commander/Division Chief's are responsible for designating, in writing, a Primary and Alternate(s) person for each key box within their division. Keys to the key cabinet should be limited to only the Primary and Alternate person, unless another alternate is warranted. All Real Property Keys issued for the key cabinet will be signed by the primary person on his or her computer generated Keyholder Record Sheet from Real Property.

1.6. Only the appropriate Squadron Commander/Division Chief has the authority to authorize a request for keys by calling or e-mailing the Base Realty Specialist at extension 609-1340. The Squadron Commander/Division Chief's are responsible for all keys issued for areas under their direct control. A current Squadron Commander/Division Chief Key Record Log is sent to each person as requested, to identify for whom the Squadron Commander/Division Chief has approved keys and for what doors, rooms, or buildings.

1.7. The Base Realty Specialist will remove the requested key(s) from the Real Property Key Cabinet, and issue the key(s) to the approved key requester. Upon receipt of key(s), the new Keyholder will sign his or her Key holder Record Sheet maintained by Real Property and be furnished a copy.

2. Turn-in of Issued Keys.

2.1. Any personnel changing offices, transferring, or resigning, are required to turn in any Real Property issued keys to the Base Realty Specialist. Reservists who work only on Unit Training Assemblies (UTA's) will return their keys to the appropriate Military Section Chief or, if absent, the Squadron Commander. The Military Sectional Chief/Squadron Commander will return the keys to Real Property. Once the Base Realty Specialist obtains the returned key(s), the individual's signed key sheet is removed from the Key Holder Record Sheet File and their name removed from the Real Property Master Key Record Log. As a reminder to civilians resigning, Real Property is listed on the Base Civilian Personnel Out-Processing Checklist.

3. Primary Key Controller.

3.1. The Base Realty Specialist is the Primary Key Controller, and is responsible for the issuance of keys. When the Base Realty Specialist is off duty, the Supervisor of Resources Flight becomes responsible for key control. If there is a building emergency, or a need to secure a building's exterior door after duty hours, call the Squadron Commander/Division Chief first, followed by the Alternate (if one is listed). If they cannot be reached, call the Primary or Alternate Building Manager. If no Squadron Commander/Division Chief or Building Manager can be reached, then call the Youngstown Air Reserve Station, Base Fire Department Shift Supervisor on duty, extension 609-1107, to only secure an exterior door.

3.2. There will be an annual inventory of all of the keys in the Real Property Key Cabinet.

4. Penalty for Misuse of Government Keys.

4.1. The unauthorized use, lending-out of authorized keys, or duplication of Government issued keys is prohibited.

4.2. The penalty rendered for misuse of Government issued keys is determined by Air Force Instruction (AFI) 36-704, *Discipline and Adverse Actions*.

5. Reporting of Lost/Stolen Keys.

5.1. Any person losing a key must notify their Supervisor immediately to insure against compromise of security. The Supervisor will notify the Building Manager, their Squadron Commander/Division Chief, and 910MSG/CERR Real Property office, of the lost and missing key.

5.2. Base Lodging has their own electronic key card control policy, which they control for each of the lodging rooms, and are therefore not affected by this instruction. YARS Building 128, Wing Headquarters, has electronic key card access only for the exterior doors, which are controlled by the primary Building Manager and the Security Forces Physical Security Manager, located at YARS Building 400, 910 Security Forces Squadron.

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Commander, 910 Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-6005, *Unaccompanied Housing Management*, 9 Oct 2008

AFI 36-704, *Discipline and Adverse Actions*, 22 Jul 1994

AFPAM 32-1004, Volume 3, *Working in the Operations Flight Facility Maintenance*, 1 Sep 1998

AFPD32-10, *Installation and Facilities*, 27 Mar 2005

Adopted Forms

AF IMT 847 – *Request for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AW—(910) Airlift Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AWI—Airlift Wing Instruction

CE—(910) Civil Engineer

CC—Commander, 910 Airlift Wing

IAW—In accordance with

YARS—Youngstown Air Reserve Station, Vienna, Ohio